

## II System Processing Schedule and Cycle

CALSTARS is a system with established operating hours and service levels. This chapter describes the system availability, processing schedule and cycle, service levels, system programs and outputs.

### SYSTEM AVAILABILITY

CALSTARS is available for keying table maintenance and accounting transactions as shown below. Except for Saturday processing, this same schedule is used throughout the year. Exceptions are announced on the CALSTARS News.

Time	Day of the Week						
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
12:00 Midnight		YES	YES	YES	YES		
3:00 AM	NO	NO	NO	NO	NO	NO	NO
6:00 AM							
	YES	YES	YES	YES	YES	YES	YES
1:00 PM						<u>1/</u> , <u>2/</u>	
3:00 PM	<u>3/</u>	<u>3/</u>	<u>3/</u>	<u>3/</u>	<u>3/</u>		
6:00 PM	<u>1/</u>	<u>1/</u>	<u>1/</u>	<u>1/</u>	<u>1/</u> , <u>2/</u>		
	YES	YES	YES	YES	YES	YES	NO
12:00 Midnight							

1/ See the System Accessibility During System Processing section on the next page.

2/ See the Weekend System Access section on the next page.

3/ See the Labor Distribution Accessibility section on the next page.

### System Availability During Nightly System Processing

System processing begins at 6:00 PM weekdays, 3:00 PM on the last working day of the month and 1:00 PM on scheduled Saturdays during July and August. The system is still accessible during the time the system processing cycle is underway. However, transactions cannot be entered with batch Edit Indicator **2** (and briefly Edit Indicator **1**) during system processing. Brief interruptions may occur when using a particular Main Menu function as files are required for system processing. The length of time these restrictions may apply could vary from less than 1 up to 4 hours depending on the transaction volume and the availability of mainframe computer resources. Any table maintenance or financial transaction batch entered after the file has been accepted for system processing will be included in the next processing cycle.

### Labor Tables/Files Availability During Labor Distribution Processing

When an agency sets their Organizational Control (OC) Table to run the labor distribution process, their labor tables and files **are not available** that day from 3:00 PM to 5:00 PM or until the labor distribution process is completed. Agencies not using the labor distribution process that day will be unaffected.

### "After Hours" Data Entry

Transactions entered after system processing (6:00 PM weekdays, 3:00 PM on the last working day of the month and 1:00 PM on scheduled Saturdays during July and August) are processed with the next regular workday's activities. Data entry is not available from 3:00 AM to 6:00 AM on any day.

### System Availability at Rollover

System rollover is the point in time that reporting periods change for purposes of financial transaction posting availability. Certain system processes and posting options become available in the new period, and certain periods and posting options are no longer available or not allowed for some old periods. There are two types of roll-over in CALSTARS, **month-end** and **year-end**. These are described below.

#### Month-end Rollover

The files are "rolled" to open the new month on the last working day of each month. Labor Distribution and Cost Allocation/Fund Split processing are not run this day and the files are closed at 3:00 PM. See Volume 2, Chapter IV-OC, *System Processing and Rollover*, section for more details.

#### Year-end Rollover

On July 1<sup>st</sup>, the files are "rolled" to open the new fiscal year and also open the special Fiscal Month 13 that is used for posting year-end adjusting entries. Fiscal

Month 13 is allowed to remain open until the year-end processing is completed and year-end reports completed. **FM 13 must be closed *prior* to April 1 for the next fiscal year close process to begin.**

### **Saturday Processing During Year-end**

During the first two months of the new fiscal year (July and August), system processing is done on selected Saturdays. This allows agencies additional processing days to complete their system processing and submit year-end statements on time. Agencies are advised of this schedule annually through a CALSTARS Operations Memo.

### **Special Processing or Unscheduled Sessions**

If CALSTARS becomes unavailable for extended periods during regular hours due to system-wide hardware or software problems, special processing sessions may be scheduled to allow for catching up. Agencies are notified by CALSTARS News in this event.

Occasionally, agencies may need special processing. Additional unscheduled processing may be restricted to certain days of the week (e.g., on Saturday, Sunday or designated State holidays). See Chapter III, Client Services, for information.

### **CALSTARS PROCESSING SCHEDULE**

The CALSTARS daily processing cycle is shown in Exhibit II-1. Some of these processes are described below.

EXHIBIT II-1  
DAILY PROCESSING SCHEDULE

Time	Event
3:00 AM - 6:00 AM	CALSTARS closed until 6:00 AM for Health and Human Services Data Center (HHSDC) maintenance of all operating systems and files.
6:00	CALSTARS opens. HHSDC brings up the operating system, opens files and tables. Reports and microfiche produced at HHSDC are delivered to Department of Finance for sorting and distribution. All reports sent via ROPES should be available on the agency's printer.
7:00	The CALSTARS News is broadcast, as needed.
10:00	OC Table maintenance <sup>1/</sup> for cost allocation and fund split. OC Table is closed momentarily. OC Table maintenance is done and the table updated.
10:30	Cost Allocation and Fund split process begins.
10:30	(Approximately) HHSDC-printed reports and microfiche delivered from CALSTARS to Sacramento-based agencies.
1:00 PM	(Approximately) Cost allocation and fund split processes end. Transactions are held for processing until 6:00 PM when nightly processing begins.
2:00 PM	Agencies using the option to upload any external files to CALSTARS must notify CALSTARS staff before 2:00 PM.
3:00	OC Table maintenance <sup>1/</sup> for labor distribution. OC Table and labor files are closed. OC Table maintenance is done and the table updated. Labor tables and Shadow files are not available to <i>agencies that run labor distribution that day</i> . Begin the labor distribution process.
3:30	(Approximately) OC Table available. Shadow files not available until the labor distribution process completes, about 6:30 PM.
5:00	(Approximately) Labor tables are available but any print maintenance entered will not be produced until after the next day's labor maintenance is taken at 3:00 PM.
6:00	CALSTARS closed to all posting. Files are taken for nightly system processing. OC Table maintenance is done and the table updated. The nightly system process starts as soon as files are ready.
7:00	(Approximately) CALSTARS open for posting using batch Edit Indicator <b>0</b> . Shadow files are not available for use with batch Edit Indicator <b>1</b> until tables complete processing (sometime during the evening). Batch Edit Indicator <b>2</b> is not available until the processing cycle is completed.
6:00 PM - 3:00 AM	(Approximately) Nightly system update process completes. Agency printers are automatically reset to Class A. As table maintenance is completed during the processing cycle, the table maintenance reports are loaded to ROPES for printing. Agency printers start printing the ROPES Class A report queue automatically. Shadow files become available. Edit indicators <b>1</b> and <b>2</b> are available. As reports complete processing, those routed to agency printers start printing unattended.

<sup>1/</sup> Any OC Table maintenance changes entered are accepted as well as the maintenance to initiate cost allocation, fund split or labor distribution.

### Cost Allocation/Fund Split Process

The OC Table is read at 10:00 AM. This OC Table update process starts the Cost Allocation/Fund Split process. Generated transactions are saved to be processed at 6:00 PM along with other process activities. The reports from the transaction generator are sent to microfiche and are also saved on ROPES queues CSTA to CSTD and FUND. They remain "Print Ready" for 168 hours (seven days), or until the agency chooses to print them.

### External Transactions Processing

Agencies that use the option to submit files of data (table transactions and/or financial transactions) must notify CALSTARS DP Operations staff with that file information before 2:00 PM. This provides CALSTARS staff an opportunity to check the files and resolve any problems before the labor distribution process begins.

### Labor Distribution Process

Labor distribution tables are closed at 3:00 PM. Labor distribution table maintenance transactions are edited and the labor tables are updated online and prior to running the labor distribution process.

The OC Table is updated at 3:00 PM.

**CAUTION:** *Non-labor tables are not updated until the 6:00 PM nightly system update process is initiated and regular table maintenance processing is completed.*

The Labor Distribution process is performed in the following sequence:

1. Timesheet Table
2. Adjustment Timesheet Table
3. Adjustment Payroll Extract Table

At the beginning of each month, labor table maintenance and the labor adjustment process are the only Labor Distribution processes allowed until the State Controller's Office Payroll Extract tape is processed by CALSTARS. This usually occurs by the second working day of each pay period.

When the Payroll Extract is available in CALSTARS, the labor distribution process can be run. The transactions generated from the Labor Distribution process and/or the adjustment process are included in the same nightly system update process.

All labor generator reports are sent to microfiche. Some labor control reports are routed to the IEUP ROPES queue. See Volume 6, Chapter II, for a list of labor reports that are produced only on microfiche. See Volume 2, Chapter VI-1, Labor Distribution-Introduction, for a description of the labor distribution process.

### Table Maintenance Process

Most CALSTARS tables and files are closed at 6:00 PM. Activity entered during the day is processed that night. CALSTARS table maintenance transactions (excluding the online labor tables) are processed prior to error correction transactions or any new accounting transactions.

Table activity reports and any requested table listings are routed to the agency's printer through ROPES to the TBLE queue. Printing begins at the conclusion of table processing. This usually takes place around 7:00 PM, after the ROPES queues are reorganized and the previous day's printed reports are purged, as applicable. See Volume 2, Chapter IV, Table Maintenance, for the sequence in which each table is updated.

### Error Correction Process

Error correction transactions for the day are processed after any table maintenance transactions. All error correction transactions entered during the day are matched to the CALSTARS Error File. Valid corrections are processed and invalid corrections are rejected. All valid error correction transactions go through the nightly system update process, referenced in ROPES as IEUP. Output reports are printed in the ROPES queues identified as IEUP, DREC and ERRC ROPES queues.

### Nightly System Update Process

The nightly system update process, also referred to as IEUP (Input, **E**dit, **U**pdate), is used for all CALSTARS financial transactions and error correction transactions. Transactions entered during the day and transactions released from the CALSTARS Error File are edited against tables for valid coding and against the CALSTARS master files for fund control. Valid transactions update the CALSTARS financial master files and invalid transactions are sent to the Error File.

Nightly system update process reports are printed immediately *following* table maintenance. Printing on agency printers should be complete by 7:00 AM on regular workdays.

### CALSTARS PROCESSING CYCLE

For economy and transaction control, CALSTARS uses a "batch" process. Financial transactions input during the work day do not have any effect on the financial files at the time of input although the online shadow files may temporarily post "shadow postings" during the day. The transactions are held in a Transaction Input File until the end of the day. After the system closes on workdays, all transactions are processed at one time through the CALSTARS batch programs. The CALSTARS batch programs are designated CFB100 through CFB900 and CSBB40. Each program has a specific purpose and are run in a specific order.

## Batch Process Programs

The CALSTARS batch processing programs include:

- ✧ CFB100 - Data Input and Classification
- ✧ CFB200 - Error Correction
- ✧ CFB300 - Input Edit Update
- ✧ CSB600 - Primary Master File Update
- ✧ CFB700 - Generate Posting Record for Secondary Files
- ✧ CFB710 - History File Update
- ✧ CFB720 - General Ledger File Update
- ✧ CFB730 - Operating File Update
- ✧ CFB740 - Subsidiary File Update
- ✧ CFB770 - Vendor Payment File Update
- ✧ CFB780 - Warrant Write File Update
- ✧ CFB790 - Outstanding Check File Update
- ✧ CFB800 - Error File Update
- ✧ CSB9NN - (Series) Table Maintenance Reports and Updates
- ✧ CSBB40 - Budget Files Update

See Volume 6, Chapter I, Introduction, for a description of the primary and secondary master files. Listed below is a short description of each program. They all play some part in the nightly system update process.

### Program CFB100

This program checks all financial transactions for proper format, valid organization code, and presence of a batch header. It produces a report of valid record counts for use in the Daily Batch Reconciliation. Financial transactions are sorted into the following types:

- ✧ Valid accounting transactions;
- ✧ Error correction transactions;
- ✧ Claim schedule maintenance transactions; and
- ✧ Rejected records, which are sent to the Error File Update (CFB800).

### Program CFB200

This program applies the input error correction transactions to the accounting transactions in the Error File. Matching records are sent to Program CFB300. Non-matching records are sent to the Error File Update (CFB800). It produces a report of error record counts used in the Daily Batch Reconciliation.

**Program CFB300**

This program performs data-related edits on accounting transactions from CFB100 and released or modified error correction transactions from CFB200. It performs Batch level edits, table look-ups, and validates data elements. Accounting transactions are sorted into the following groups:

- ✧ Transactions that post to the Primary files -- to Program CSB600;
- ✧ Transactions that post to the Secondary files -- to the *CFB7NN* programs; and
- ✧ Transactions with no Primary File posting **and** with fatal errors to Program CFB800.

**Program CSB600**

This program performs all of the financial edits that are data and fund related. If no fatal errors are found, the transactions are posted to the Primary files and sent to the *CFB7NN* programs. Any transaction with a fatal or warning error is sent to program CFB800.

**Program CFB7NN (Series):**

The *CFB7NN* series of programs (listed on the previous page) updates the Secondary files. They produce counts of activity that are used in the Daily Batch Reconciliation.

**Program CFB800**

This program processes all error transactions. Transactions with warning messages are listed only on the CFB800-2 Report. Transactions with fatal messages are listed on the CFB800-2 **and** CFB800-3 Reports. Transactions with fatal errors are written to the Error File. See Volume 4, Error Correction for more information on this process.

**Program CSB9NN (Series)**

This series of programs update CALSTARS tables *prior* to the start of the CFB100 program. Accounting transactions always process against the latest version of the tables.

**Program CSBB40**

This program receives Budget Expenditures and Revenues posting records from CFB700. Current year transactions are posted to the CY-S10 and CY-S10R files. Prior year transactions are posted to the PY-S10 and PY-S10R files. These files are used to report end-of-year budget data.



### **Completion of the Processing Cycle**

After the data has been processed and the financial files are updated, reports are generated from report requests. Another program assigns report destinations and ROPES processes the distribution of reports.

Finally, the Shadow Files are updated and refreshed for agency viewing and use.

### **REPORT OUTPUT**

At the completion of the nightly system update process, report output, special forms, and requests for files, data or reports (to be printed on paper) are automatically generated.

### **Output Requests - Special Forms**

By 7:00 AM on most workdays, requestable reports and any reports *requiring special forms* (e.g., claim schedules and remittance advices) are loaded in the ROPES queues. ROPES queues requiring special forms are loaded with a status of "Print Ready". Claim Schedule face sheets, Remittance Advice forms and check stock must be loaded into the printer and the printer started by the operator. See Volume 1, Chapter XI, Preparing Claim Schedules, and Volume 1, Chapter XIV, Check Writer Subsystem.

### **Requestable and Special Forms Report Requests - Standard Paper**

Standard reports are usually available on agency printers by 7:00 AM on workdays unless the CALSTARS News states otherwise. Reports may have processed but may still be printing if the prior day's requests contained many and/or lengthy reports.

HHSDC has the ability to create full-sized reports on a high-speed laser or reduced-size laser facility. HHSDC also produces COM (computer output microfiche). Reports that agencies request from HHSDC are delivered to CALSTARS in the early morning for sorting and packaging. Sacramento-based agencies usually receive their reports and microfiche by mid-morning. Microfiche for out-of-town agencies is sent by U. S. Mail. See Volume 6, Chapter II, Report Requesting, Printing and Other Output.

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